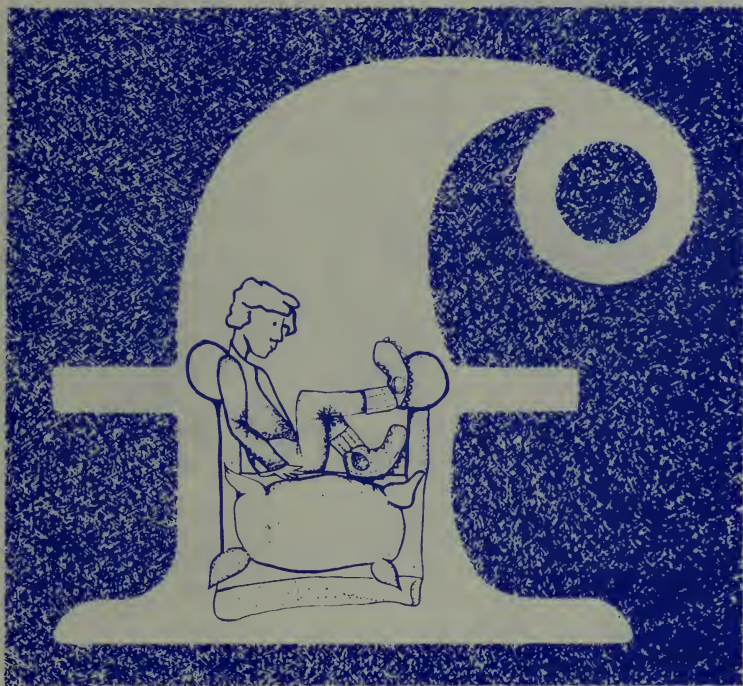




# **HOUSING**

**FITCHBURG STATE COLLEGE**



**Read and Know:** All students are responsible for familiarizing themselves with the Fitchburg State College *Handbook of Rules and Regulations*.

## **Welcome to Fitchburg State College.**

Since students spend many more hours in residence halls than they do in the classroom, we hope that this booklet will help you to deal with the many facets of life.

The residence program is an integral part of the educational mission of the college. Carrying out that mission are three important components:

1. Buildings - an unusual variety of housing facilities
2. Staff - carefully trained, selected, and supervised
3. Programs - educational, social, and athletic

Our goal is to assist students to take advantage of the opportunities offered by each of these three components. Most importantly, we hope to aid all students in developing self-supervision and responsibility. The group living situation offers students the challenge of making, with staff support, responsible decisions about themselves and others. Through mutual consideration we work together to maximize intellectual and personal development.

This booklet provides guidelines for cooperative living in the Fitchburg State College housing program. If you have any further questions or suggestions, we hope you will call, write, or visit us. The Housing Office is located in Aubuchon Hall and is open from 8:30 am to 5:00 pm weekdays.

**Phone 345-2151, Ext. 170**

**Box #6455**

**Aubuchon Hall 8:30 am to 5:00 pm**

*It is important that you read this handbook and keep it throughout the year. It is a valuable source of information.*



**YOUR PLACE TO LIVE**

This handbook was written by students eager to help you make your stay at Fitchburg State College a rewarding one. It contains information about residence hall staff, governance, activities and services, and behavioral guidelines. Included you will find a copy of your *Residence Hall Occupancy Agreement*: it is your contract which describes the terms of living in campus housing. Please read it!



*Picture Wanted  
in California (San Diego)  
Salary as low as  
1 inch or more  
If interested call  
Diane at (619) 442-2221  
after 5 PM*

**TABLE OF CONTENTS**

|                               |    |
|-------------------------------|----|
| Staff .....                   | 4  |
| Government .....              | 5  |
| Rules .....                   | 6  |
| Fire Drill Procedure .....    | 10 |
| Fire Safety Equipment .....   | 10 |
| Floor, Suite, Apartment ..... | 11 |
| Your Room .....               | 13 |
| Services .....                | 15 |
| Food .....                    | 17 |
| Health Services .....         | 20 |
| Aubuchon Hall .....           | 21 |
| Herlihy Hall .....            | 22 |
| Russell Towers .....          | 23 |
| Town House Apartments .....   | 25 |
| Occupancy Agreement .....     | 26 |



## **ASSISTING YOU - OUR STAFF**

**RESIDENT ASSISTANTS** are men and women who work with residents to create an optimal environment for all students in residence. Resident Assistants help you in personal, social, and academic matters and are familiar with referral sources both on and off campus. They often help residents resolve conflicts and help students to accomplish goals. The "RA's" work with the Hall Council in planning activities and may plan programs which are of special interest to a floor, suite, or apartment.

**THE HEAD RESIDENT** of your building is a professional staff person and member of the Student Life staff. The Head Resident is available to provide assistance to students with academic, emotional or interpersonal problems. He or she supervises the reception desk and the R.A. staff, serves as an advisor to the Hall Council and Judicial Board and approves all room changes. The Head Resident works with students who have difficulty living with others or living within stated guidelines. He/she is also helpful in organizing residence hall activities.

You will also meet your area's cleaning person, janitor, and maintenance personnel. The custodial personnel depend upon your cooperation in keeping your floor neat and clean. Please report all maintenance problems to your Resident Assistant. The Housing Office appreciates receiving your feedback concerning custodial services.



## GOVERNMENT

In the spring of each year an Executive Board is elected in each residence hall. During the first few weeks of the Fall semester you will take part in elections for floor, suite or apartment representatives, freshmen representative, and Judicial Board members. These officers conduct area meetings, survey student opinions and establish many residence hall policies such as sign-in hours. The Councils also request an activities fee be donated to support hall activities and programs. The activities range from all-hall parties to special interest workshops.

Council officers cooperate through the Inter Dorm Council to plan activities for all residence hall students. All members of residence hall Councils are anxious to involve residents and hope to receive your suggestions and feedback.

Each residence hall has a student Judicial board which hears all cases of infractions occurring in residence halls. The Judicial Board members are elected by residents of the Hall and are empowered to impose sanctions which include:

1. Admonition (*verbal warning*)
2. Censure (*written reprimand*)
3. Restitution
4. Service charges
5. Probation
6. Restriction (*denied access to a Hall or section of a hall*)
7. Suspension of privileges, and negation of or non-renewal of the Housing Occupancy Agreement.

Each resident is guaranteed due process and is notified in advance of a hearing. He or she is present when witnesses describe the alleged incident and may bring witnesses in defense. Any student who questions a Judicial Board decision may appeal, within three days, to the Director of Housing. The Judicial Board has the authority to recommend serious cases to the Campus Judicial Board, after they have taken action to the limit of their power.

## **RULES**

**AUTOMOBILES:** See the Campus Police regarding permission to have a car on campus. Parking is limited to students who must travel off-campus for academic reasons. If you qualify for a sticker you will pay a 50¢ fee and the police will advise you of legal parking spaces.

Motorbikes and motorcycles must have parking stickers and be parked in designated areas.

**BICYCLES:** Racks for bicycle storage are available inside Aubuchon Hall and Russell Towers. In no case are you to store bicycles in studies, lobbies, stairwells, corridors or other public areas.

**BIG TABOOS:** Illegal drugs and gambling are prohibited from the residence halls.

Alcohol consumption and open bottles are prohibited in any public areas of Fitchburg. This city ordinance is enforced and may result in a \$100 fine.

Residence hall regulations must be in accordance with Massachusetts state law. Therefore consumption of alcoholic beverages is banned in all public areas of the residence halls - this includes Town House Apartment lounges, suite lounges, floor lobbies, etc.

Students and visitors under 20 years of age may not consume alcohol in any area, while those age 20 or older may consume alcoholic beverages in their rooms only. Student 20 years of age or older are reminded that it is illegal to serve alcohol to anyone under the age of 20. These regulations will be strictly enforced by the Housing Staff and students and their visitors are required to show identification when requested by any Fitchburg State College staff member.



**CLOSING HOURS:** Each hall is locked at 12 midnight. Residents may gain entrance with their keys.. Residents are asked to be conscientious in closing all doors tightly upon entrance and to refrain from admitting unescorted visitors

**DORM PERSONNEL ROOM ACCESS:** College housing personnel may enter student's rooms at any time for health and safety related emergencies and will enter rooms upon reasonable notice during non-vacation periods in order to make routine maintenance repairs and safety checks. Regular room inspections will be conducted upon the closing of the residence halls for vacation periods for health and safety reasons by the residence hall staff.

**GUESTS:** Procedures for signing in guests vary from hall to hall. All presently have 24-hour visiting hours and these hours are voted upon yearly by the residents of each hall. All residents and their guests must carry identification and comply with the sign-in procedures of the individual residence halls.

**PARTIES:** All parties must be registered with the Head Resident through forms provided by the Resident Assistant. The forms require that individuals take responsibility for monitoring the party and cleaning up. Damage, rule

infringements, and failure to clean up will be charged to those who signed the form. Parties are banned Sunday through Thursday nights unless special permission is granted. Parties must be limited in size to concur with fire regulations. Alcohol may be served only when special permission is given by the Housing Office and proof of age shown by all guests. Kegs are not allowed.



**PETS:** No pets are permitted in the halls. Experience has demonstrated that pets cause cleanup problems, create noise, introduce odors, aggravate allergies, and sometimes constitute disturbances of serious proportions to health and sanitary conditions.

**QUIET HOURS:** Quiet hours have been established to protect the right of all students to study and sleep in their residence hall without undue disturbance. Quiet hours generally begin at 9:00 PM weekdays and 11:00 PM on week-ends but may vary from hall to hall. During final exam weeks the Hall Council will set more stringent quiet hours - generally 24 hour. In addition, you are asked at all times to be considerate of the rights of other students. Specifically, you are asked to observe quiet hours by:

1. Keeping your stereo down so as not to bother others
2. Keeping your door closed when entertaining guests, watching TV, or playing music
3. Refraining from shouting in the halls or out windows
4. Each student has the responsibility to ask another to close the door, be quiet, turn down the stereo, etc., if he or she is bothered.

**TV's/STEREOS:** Your stereo or TV may provide a welcome study break, although there are TV sets provided in public areas of all the halls. No antenna hookups are provided in your room and splicing into the hall antenna is prohibited.

Whether you are watching a favorite program or listening to music, you are reminded to respect the rights and privileges of your roommate and other students on your floor. It is very hard to think, study, or sleep when Supertramp is rattling the windows in the next room. Please be aware of the stereo noise policy.

**STEREO NOISE POLICY:** Fitchburg State College supports the right of the members of its community to live and work in an atmosphere conducive to educational pursuits. One important element of this atmosphere is a minimal level of noise, particularly from stereos. Each resident has the responsibility to use his or her stereo in such a way as not to disturb other residents or neighboring buildings.

Furthermore, if a resident believes that there is excessive stereo noise coming from one part of a building, that resident is expected to take the initiative in requesting in a polite way that the noise be alleviated.

Fitchburg State College has established the following policy for its resident staff regarding abuse of the stereo privilege:

1. RA's, Head Residents and other Student Life staff members have the authority to give verbal warnings to students who, in their judgement, are playing their stereos too loud in disregard of the rights of others. An informal record of these warnings will be kept.

2. After one verbal warning the student is to be referred to the Head of Residence who will take appropriate action. Upon referral, the Head Resident must warn the student that any further abuse of his or her stereo privilege will result in the loss of the privilege. However, the Head Resident may exercise the following options, depending on the facts presented:
  - A. The Head Resident may refer the case to the Residence Hall Judicial Board.
  - B. The Head Resident may recommend that the student be removed from the residence halls immediately.
  - C. The Head Resident may recommend that the student's stereo privilege be revoked, and the stereo confiscated until the student arranges for removal by a specified date.
  - D. The Head Resident may recommend that the student not be returned to the residence halls for the following year.
3. Upon recommendation of the Head Resident or Judicial Board the Housing Office will take appropriate action and may alter the recommendation in light of the facts presented.
4. A student or group of students may be referred directly to the Director of Housing in the event of a flagrant or abusive violation.

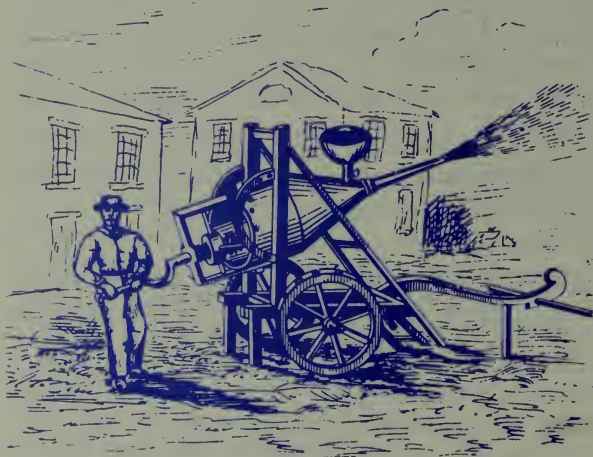
**WEAPONS:** The possession or use of firearms, ammunition or lethal weapons which could inflict bodily harm is strictly prohibited in the residence halls and is a violation of city and state law.

**Read and Know:** All students are responsible for familiarizing themselves with the Fitchburg State College *Handbook of Rules and Regulations*.

## **FIRE DRILL**

**FIRE DRILL PROCEDURE:** Your cooperation in following the procedures listed below may be important in saving your life or the lives of other residents of the hall if a fire or similar disaster should occur. It is the responsibility of every resident to be familiar with these procedures and observe them fully when the alarm sounds. Remember, you have no way of knowing why the fire alarm is sounding.

1. Close windows and open drapes.
2. Leave the lights on.
3. Wear a coat or blanket and hard-soled shoes.
4. Carry a towel (*to place over face in case of smoke*).
5. Leave room and close door.
6. Go, without talking, to your exit in single file. Walk swiftly, do not run or push.
7. If you are not in your room, go to the nearest exit.
8. Assemble outside in the place assigned your suite/floor. Report your presence to the Fire Marshall.
9. Do not return to the hall until a signal is given.



**FIRE SAFETY EQUIPMENT:** Each residence hall has a fire alarm system directly connected to the Fitchburg Fire Department. Fire hoses, heat and smoke detectors, fire extinguishers, alarms and exit signs are present. Fire safety procedures and exit routes are posted in each hall. Fire drills are held on a monthly basis.

Tampering with fire safety equipment or setting a false alarm are serious offenses punishable by suspension from the residence halls. Fire doors in halls and stairwells must remain closed at all times.



## **FLOOR, SUITE, APARTMENT**

**GREETINGS:** On arriving at your hall, you will be issued your room key and your copy of your signed occupancy agreement. The Resident Assistant for your section and the students in your section will be happy to help you settle into your new room.

Many of your closest friendships will begin with the people on your floor or in your suite or apartment. These are the places to express your concerns, ideas, opinions and attitudes and to learn the values and attitudes of others.

**INNER SPACE:** Life in a residence hall includes learning to live effectively with a large number of other people. To achieve this goal, one must be aware of and respect another's rights. One of these rights is the right to privacy. You must be especially considerate of your roommate. For example, when entertaining, you are responsible for your guests' actions while they are in your residence hall. You and your roommate should come to some agreement regarding guests at the beginning of the semester.

**KEYS:** Each resident receives a key when they check into the residence hall. They assume responsibility for this key until they check out of the hall. These keys may not be duplicated. If you lose your key, report this to the Head Resident as soon as possible. The cost of replacing your key will be deducted from your dorm damage deposit. If you are locked out of your room, contact the Resident Assistant on duty.

**LAYOUT:** Residence halls vary greatly in size and design. Each area (*floor, suite, apartment*) has a lounge and kitchenette. Each hall has study rooms, recreation areas and kitchens. Hall televisions are available in all buildings except the Town House Complex.

There are lounges and recreation areas available which groups may reserve through the Hall Councils. Students planning large parties are encouraged to reserve these areas to avoid disturbing other students.

**NABBING AND GRABBING:** Lounges are for the use of all residents and their guests. Removing any furniture is strictly forbidden. Violation of this policy will result in student damage workers or maintenance personnel removing the unauthorized item from your room and returning it to the appropriate area. A service fee will be assessed and repeated incidents may result in further action.

**WASH/DRY:** Coin-operated washers and dryers are available in the Town House Complex, Russell Towers, and Herlihy Hall. Aubuchon has a washer and dryer on each floor. They are not pay machines but each resident donates \$5.00 per year for their maintenance. If you lose your money in the machines or find them inoperable, please report this to the reception desk, so the problem may be corrected.

**YOUR PERSONAL STUFF:** Your personal belongings are naturally very important to you - to integrate them into the residence hall to create an environment you feel is "home". Also realize your belongings may affect your roommate and neighbors, so some limitations are necessary.

## Your Room

**CLEANLINESS:** You are responsible for keeping your own room clean. Vacuum cleaners, mops, and brooms are available for your use. Maintenance personnel will clean the public areas of the residence halls. Painting is allowed in some areas of the residence halls, upon approval of the Housing Office. The Hall Council of each building will have information regarding painting.

**DAMAGES:** The Resident Assistant for your section will give you a room inventory sheet for your room when you move in. You have the opportunity to add any damages or comment on the condition of the room before this sheet is filed with the Housing Office. There will be regular inspections made of rooms by the Resident Assistants. When you move out of your room, it will be checked by the Resident Assistant and compared to the conditions listed on the inventory sheet. Damages, if any, will be reported and the amount will be deducted from your deposit return. Public areas will be assessed in a similar manner and persons responsible for damage in these areas will be charged. It is in your best interest to report any incidents involving damage to a Resident Assistant.

Whenever there is a maintenance problem, or damage done in your room, report it to the Resident Assistant as soon as possible.



**FURNISHINGS:** Each room will be furnished with a bed, mattress, study desk and chair, book shelves, closet and bureau for each occupant. Shades are furnished but you may bring your own curtains. College furniture may not be removed from the room to make space for your belongings.

Beds in Russell Towers and the Town House Complex may be used as bunk beds. This is not possible in Aubuchon or Herlihy Halls. Waterbeds are not allowed in any residence hall.

Remember, you have a roommate who will also be bringing in personal items so don't overload. You and your roommate will need to determine ground rules for what is "yours", "mine", or "ours", and respect each other's property.

**ROOM CHANGE:** Normally, room changes are not allowed until after three weeks into each new semester. After this time, if you desire a room change, you should see your Resident Assistant to fill out the necessary forms. Should your roommate move out of your room, see your Resident Assistant.

**Advice From Sherlock Holmes:** Certain precautions should be used concerning the security of your property. We suggest:

1. Make a list of all your personal property including identifying serial numbers and manufacturer.
2. Record numbers of all credit cards and checking accounts. Also, keep the addresses of these companies and banks to notify them if your cards are stolen or lost.
3. Keep money and valuables in a secure place.
4. Be alert to strangers or solicitors in non-public areas of living units and report their presence to the hall office or staff member.
5. Keep your room locked when unoccupied or when sleeping at night.

In the event that you are a victim of a theft, notify both Campus Police, R.A., and Head Resident. Campus Police may be reached in an emergency by calling 345-2151, ext.111.



## SERVICES

**APPLIANCES:** You may use portable electric hair dryers, portable apartment-size refrigerators, razors, radios, portable television sets, tape recorders, stereos, popcorn poppers and coffee makers. To meet safety requirements, it is necessary

to specify that all appliances containing a heating element have the element fully enclosed. Both the appliance and any cord used in connection with it must have an Underwriter's Laboratories (UL) approval. When using these appliances, care should be taken to ensure that no damage is done to College property.

Hot plates and any cooking appliances other than those listed above cannot be approved for use in your room. Kitchenettes are available to all residents who wish to cook. Students must supply their own utensils.



**CAMPUS CENTER:** The FSC Campus Center is located across from Aubuchon Hall on North Street. It houses a games room, craft center, movie theater and pub. Many activities are planned at the Campus Center. Look for their weekly calendar.

**MAIL:** A locked mailbox and combination is assigned to you in the Campus Center G-Lobby. Mail delivery and distribution is made at the post office (*Campus Center G-Lobby*). You will be notified if you have a registered letter or package, etc. by a mail-package slip, which is placed in your mailbox. Mail is not forwarded between semesters.

The college operates a mail service on campus for the purpose of transacting campus business only. A campus mailbox and a stamp vending machine are located on the wall by the post office.

*For quick delivery address your mail as follows:*



**Name**

**Box #**

**Fitchburg State College  
Fitchburg, MA 01420**

**OUTSIDE RECREATION:** Just a short distance from the residence halls is the recreation complex. Facilities include a soccer field, tennis courts and a track. Parkinson Gym and McKay Gym are available for intramural sports teams as well as free hours for exercising. Many residence hall floors form intramural teams.

**PHONE:** Pay phones are provided in public areas throughout the halls. Town House residents have the use of a pay phone in the Common Building and may have phones installed in their apartment.

**REFRIGERATOR RENTAL:** Refrigerators which are acceptable for residence hall rooms are available on a rental basis.



## **THE FOOD**

The residents on campus dine in the Holmes Dining Hall between Herlihy Hall and Russell Towers. Meals are served from two service areas which include a Salad Bar, Deli-Bar, Beverage Bar, and Dessert Bar. The dining hall seats approximately 600 students. The food service staff provides a special service of sweets and cakes, along with other party and cook-out supplies to help students with their various special functions on campus. Parents and friends are always welcome to join students in the dining hall.

### **Meals/Menus**

There are two types of meal plans. There is the five day plan which includes breakfast, lunch and dinner Monday through Friday, and the seven day plan which includes breakfast, lunch and dinner for the full week. "Special Event" dinners are served with the menu following a national or festive theme: for example, Christmas, Thanksgiving, etc. If you have any suggestions about the food or service contact your Food Committee representative or the food service staff.

The menus are carefully planned for an interesting variety. The highest quality products are obtained at the most economical prices.

## Typical Meals

### The Regular Breakfast 7 - 8:30 A.M.

Fruit or Juice  
Cereal (choice of hot or dry cereal)  
Entree (choice of two when offered):  
    bacon, ham, sausage, waffle, eggs,  
    pancakes, french toast  
Bread, toast, doughnuts, or sweet rolls  
Beverage: Coffee, tea, milk, or hot  
    chocolate

### Continental 8:30 - 9:15 A.M.

Fruit or Juice  
Cereal  
Bakery Items  
Bread or Toast  
Beverages: Coffee, tea, milk, or hot  
    chocolate

### Lunch 11:30 - 1:45 P.M.

Soup  
Entree (choice of two)  
Deli-Bar (variety of cold cuts and sandwich spreads)  
Salad Bar  
Dessert Bar  
Beverages: Coffee, tea, milk, fruit punch,  
    or soda

### Dinner 4:30 - 6:15 P.M.

Soup  
Entree (choice of two)  
Vegetables  
Potato  
Salad Bar  
Dessert  
Beverages: Coffee, tea, milk, fruit punch,  
    or soda



Seconds are available on most menu items. Only fresh fruit and cones may be carried out when self-service ice cream machines are operational.

## **Class Conflicts/Sick Trays/Special Diets**

If you are involved with Student Teaching or a class conflict please make arrangements with the food service staff for either a sack lunch or an early or late meal.

Sick trays maybe obtained by presenting a sick tray slip which has been signed by your Resident Assistant along with your College ID card.

There are members of th Food Service Staff who help with the planning and preparation of special diets for students who are vegetarians or who have health problems affecting their diet.

## **Meal Tickets**

Each semester you will receive a meal ticket number that is placed on your College ID. You must present your College ID card to be admitted to the dining hall for each meal. If you should lose you College ID, a temporary ID can be obtained from your Resident Assistant. When you replace your ID card, there is a \$2.00 fee for a new meal ticket.



## **STUDENT HEALTH SERVICES**

It is the purpose of the Health Service at Fitchburg State College to promote responsible health consumers. Through various forms of literature and programs the health service advocates preventive health care measures as well as the management of health related problems of a non-crisis nature. All emergencies which an individual judges to necessitate immediate attention can be referred to Burbank Hospital Emergency Room which is easily accessible from the college.

**LOCATION:** Miller Hall

**PHONE:** 345-2151, Ext. 161

**HOURS:** Monday through Friday

8:00 am - 10:00 am

10:00 am - 12:30 pm

1:30 pm - 4:30 pm

Appointments with Nurse Practitioner

Walk-in clinic

Appointments with Nurse Practitioner

Monday, Tuesday, Friday - 8:30 am

Appointments only with Dr. Cochrane

**ELIGIBILITY:** All full-time day students are eligible for services during the academic year. Valid FSC ID required.

### **SERVICES:**

Health Counseling and Education

Diagnosis and Treatment of acute illness

Immunizations

Allergy Injections

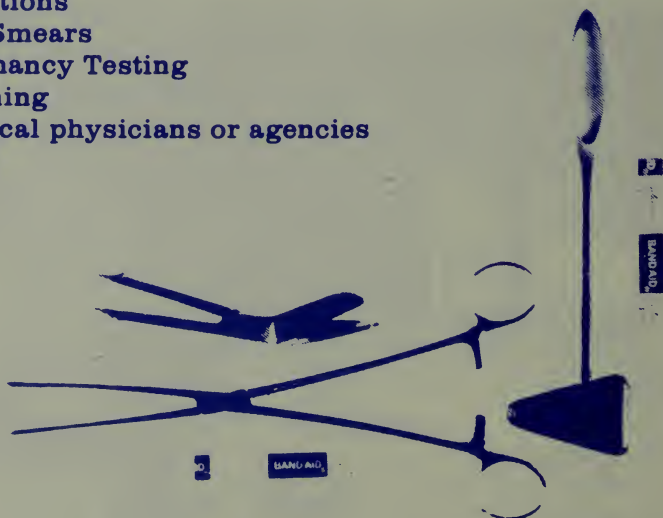
Annual Pap Smears

VD and Pregnancy Testing

Family Planning

Referral to local physicians or agencies

Lab Services



## **AUBUCHON HALL**

Aubuchon Hall stands eleven stories high, including ten residence floors with a total capacity of 380 women. The Housing Office, reception desk, lobby, bike room, kitchen and activity room are located on the ground floor.

Floors 2 - 11 are residence floors. The second floor houses 20 residents. Floors 3 - 11 house 40 residents each. All the rooms in Aubuchon are double rooms. Each floor has a main lobby area with a T.V. Laundry facilities are available on each floor. Next to the laundry area is a kitchenette consisting of a sink, oven and refrigerator. There is one pay phone per floor.

The Housing Staff of Aubuchon Hall consists of one Head Resident and 6 Resident Assistants. The hall is governed by a Council and a Judicial Board. The Council collects an activity fee which covers such expenses as laundry facilities, residents' Christmas gifts, and social events. The Council sponsors an annual Halloween Party, Christmas Party and window painting contests. Lectures and demonstrations are offered in the hall throughout the year. In the past these have included: cooking lessons, car repair workshops, beauty salon demonstrations, and exercise classes.

### **Aubuchon Hall Staff**

| <b>Resident Assistants</b> | <b>Room #</b> | <b>Phone</b> |
|----------------------------|---------------|--------------|
| Ann Janiak                 | N303          | 343-9890     |
| Jane Gagne                 | N405          | 343-9860     |
| Corinne Hansbury           | S607          | 343-9425     |
| Antoinette Palange         | N808          | 343-9531     |
| Marie Marsan               | S905          | 343-9515     |
| Krisanne Barton            | N1102         | 343-9765     |

**Head Resident - Jodi Donohue**

### **Aubuchon Floor Telephones**

|                   |                 |
|-------------------|-----------------|
| <b>Desk</b>       | <b>Ext. 160</b> |
| <b>3rd Floor</b>  | <b>343-9890</b> |
| <b>4th Floor</b>  | <b>343-9860</b> |
| <b>5th Floor</b>  | <b>343-9853</b> |
| <b>6th Floor</b>  | <b>343-9425</b> |
| <b>7th Floor</b>  | <b>343-9458</b> |
| <b>8th Floor</b>  | <b>343-9531</b> |
| <b>9th Floor</b>  | <b>343-9415</b> |
| <b>10th Floor</b> | <b>343-9862</b> |
| <b>11th Floor</b> | <b>343-9765</b> |

## HERLIHY HALL

Herlihy Hall is one of the co-ed residence halls at FSC with 141 students, mostly in double rooms. The three story brick building, the smallest on campus, is divided into six wings. There is one male and one female wing on each floor. Each wing has a study, a lounge with counter-top range and refrigerator and a bathroom with showers. Located on the lower level is the residents' T.V. lounge, full kitchen, recreation room, and coin-operated laundry.

Herlihy Hall is staffed by a Head Resident and three Resident Assistants, one per floor. The hall residents take full advantage of their small size and enjoy a great feeling of unity. The Hall Council is productive and active in planning programs and encouraging student participation.



### Herlihy Hall Staff

| Resident Assistants | Room # | Phone    |
|---------------------|--------|----------|
| Karen Aldred        | 117    | 345-0734 |
| Lisa McGivney       | 221    | 343-9533 |
| Donald Lavin        | 321    | 343-9773 |

**Head Resident - Richard Stewart**

### Herlihy Floor Telephones

|                   |          |
|-------------------|----------|
| Desk              | Ext. 158 |
| 1st Floor (north) | 345-0734 |
| 1st Floor (south) | 343-9764 |
| 2nd Floor (south) | 343-9533 |
| 3rd Floor (north) | 343-9733 |

## **RUSSELL TOWERS**

Russell Towers dormitory is made up of three towers containing a total of thirty-six suites. The suites are usually shared by twelve people, and along with the rooms there is a carpeted suite lounge, bathroom and kitchenette.

Eight of the thirty-six suites have male residents, the other twenty-eight suites have female residents. There are thirty single rooms, one hundred forty-two double rooms and thirty triple rooms.

On the basément level of Russell Towers there is laundry, with six washers and six dryers for resident use. These machines are coin-operated. Also located on the basement level are two small study rooms and a music room with a piano.

On the third floors of "A" and "B" towers, and on the second floor of "C" tower there are tower T.V. lounges where a larger group of people can get together to watch television. There is also a game room with a ping pong table and a pool table on the ground floor. Around the corner from the game room there is a full sized kitchen with a stove and full sized refrigerator where it is easier to prepare a full meal than in the suite's individual kitchenettes.

There are nine Resident Assistants living in Russell Towers. The Dorm Council is made up of six executive board members and twelve suite representatives. There are also a Judicial Board consisting of six elected members.

As the largest of the residence halls, Russell Towers presents a challenge to its residents. It is important to become involved in the hall, to aid the staff and Council by reporting problems, and to meet students in other suites. Russell Towers offers its residents a great number of possible new friends and facilities for diverse activities and programs.

## **Russell Towers Staff**

| <b>Resident Assistants</b> | <b>Room #</b> | <b>Phone</b> |
|----------------------------|---------------|--------------|
| Don Gonzalo                | AR530         | 343-9800     |
| Janet Staub                | AR723         | 343-9850     |
| Kim Molnar                 | AR830         | 343-9867     |
| Francis Keane, Jr.         | BR430         | 343-9564     |
| Arthur Williamson, Jr.     | BR623         | 343-9584     |
| Martha Shepherd            | BL727         | 343-9645     |
| Dennis Malvers             | CL327         | 343-9421     |
| Denise Chausse             | CL627         | 343-9479     |
| Joyce Henerberry           | CL804         | 343-9479     |

**Head Resident - Tom Kelly**



## **Floor Telephones**

|                        |                 |
|------------------------|-----------------|
| <b>Desk</b>            | <b>Ext. 159</b> |
| <b>Lobby</b>           | <b>343-9896</b> |
| <b>A4</b>              | <b>343-9733</b> |
| <b>A5 (5&amp;6)</b>    | <b>343-9800</b> |
| <b>A7 (6&amp;7)</b>    | <b>343-9850</b> |
| <b>A9 (8&amp;9)</b>    | <b>343-9867</b> |
| <b>B4 (3&amp;4)</b>    | <b>343-9564</b> |
| <b>B5 (5&amp;6)</b>    | <b>343-9584</b> |
| <b>B7</b>              | <b>343-9645</b> |
| <b>B8 (8&amp;9)</b>    | <b>343-9855</b> |
| <b>C3 (2&amp;3)</b>    | <b>343-9421</b> |
| <b>C4 (4&amp;5)</b>    | <b>343-9483</b> |
| <b>C6 (6,7,&amp;8)</b> | <b>343-9479</b> |

## TOWN HOUSE APARTMENT COMPLEX

The Town House Apartment Complex is the newest of the four resident facilities. This seven unit student apartment complex was completed for the opening of the 1978-79 academic year. The seven Town Houses are set in a beautifully landscaped two-plus acre area.

Each apartment is designed for an average of six students and consists of all single bedrooms, a kitchen-living room combination and one and a half bathrooms. The kitchen facility includes a frost-free refrigerator, a self-cleaning oven, a full size sink and ample cabinet storage space. The meal plan is optional in this residence area.

Also provided in the Town House Apartment Complex are two specially designed, ground-level handicapped student apartments. The Town House Building, centered in the Complex, houses the laundry facility and the resident lounge as well as the Town House Office.

The Town House Complex is staffed by four Resident Assistants. It is governed by a resident-elected council and a Judicial Board. It is requested that each resident pay a Town House activity fee to help support functions and activities centered around the Town House Complex.

The Town Houses offer an alternative living experience in a rustic setting here at Fitchburg State College and houses upperclass men and women primarily.

### Town House Apartment Complex Staff

| Resident Assistants | Room # |
|---------------------|--------|
| Nancy Snook         | 208    |
| Ted Connolly        | 404    |
| Dan Marchand        | 601    |
| John Lucchini       | 703    |



Head Resident - Richard Stewart

**FITCHBURG STATE COLLEGE  
RESIDENCE HALL OCCUPANCY AGREEMENT  
ACADEMIC YEAR 1979 - 1980**

Following is the **Residence Hall Occupancy Agreement** which you signed and serves as your room lease. The first page has been condensed, while the **Further Terms and Conditions** are printed in their entirety.



Fitchburg State College under the jurisdiction of the Massachusetts State College System henceforth referred to as the College, agrees to grant a right of use and occupancy of one residence hall room to the resident:

|                                |       |              |               |            |
|--------------------------------|-------|--------------|---------------|------------|
| Resident's Name (Please Print) | Class | Student ID # | Date of Birth |            |
| Home Address                   | City  | State        | Zip Code      | Home Phone |
| M F                            |       |              |               |            |
| Major Field of Study           |       |              |               |            |
| New Resident _____             |       |              |               |            |
| Returning Resident _____       |       |              |               |            |

hereinafter referred to as the resident, for the academic year, subject to the conditions that this agreement may be terminated without further notice by the College should the resident fail to maintain himself/herself as a student in good standing at the College, as defined in the College and residence rules, regulations, policies, or to comply fully with any of the following terms of this agreement:

**1. TERM:** (a) The term of this agreement is for the academic year indicated above unless otherwise specified in (b) below and shall begin on the day preceding the opening of College and shall be terminated on the day twenty-four (24) hours after the resident's final examination in both the Fall and Spring semesters or by 5:00 P.M., on the last day of final examinations, whichever comes first.

(b) Each resident will be responsible for the complete payment of room and a Food Service Plan for the entire year, or the pro-rated balance if a student is accepted as a resident after the start thereof, or except as otherwise provided herein. (b) (Fill in only if term is less than full academic year.) The term of this agreement is from \_\_\_\_\_ to \_\_\_\_\_

**2. FINANCIAL OBLIGATION**

**3. EFFECTIVE DATE OF AGREEMENT:** Receipt of a resident's signed agreement and deposit by the College shall be considered as the resident's application for a room. This agreement will not become effective until the College signs the agreement and returns a copy of the fully executed agreement to the resident.

**4. PARENT'S SIGNATURE:** Any resident who is not eighteen (18) years of age as of the date of his/her signing of this agreement must have his/her parent or guardian also sign this agreement.

I, THE RESIDENT, CERTIFY THAT I HAVE READ THIS AGREEMENT AND UNDERSTOOD THE CONDITIONS AS CONTAINED ABOVE AND THE ATTACHED "FURTHER CONDITIONS" AND AGREE TO COMPLY THEREWITH. FURTHERMORE I CERTIFY THAT I WILL ABIDE BY THE REGULATIONS OF THIS AGREEMENT, AS WELL AS COLLEGE AND STATE REGULATIONS.

|                      |      |                    |
|----------------------|------|--------------------|
| Resident's Signature | Date | Parent or Guardian |
|----------------------|------|--------------------|

Signature of College Official(s)  
for the Board of Trustees of State Colleges

Approved by  
Board of Trustees  
4/8/76

## FURTHER TERMS AND CONDITIONS

1. **ROOM RESERVATION DEPOSIT/DAMAGE (RRD/DD):** All residents (entering, transfer, and returning students) must pay a \$100 RRD/DD prior to room occupancy. The resident must submit to the College \$50 of the \$100 RRD/DD with a signed agreement to be considered for a room assignment. Payment of the deposit and the resident's receipt of an agreement signed by the College will reserve a space until occupancy. The remaining \$50 of the \$100 RRD/DD shall be paid prior to occupancy.

Upon completion of the Fall semester residency, \$50 of this deposit will be applied toward the Spring semester room fee. The remaining \$50 will be considered as a damage deposit and its return will be governed by the damage deposit policy upon termination of occupancy or this agreement.

2. **FAILURE TO PAY REQUIRED FEES:** The College reserves the right to withhold from the resident his or her diploma for the academic year referred to in this agreement, the remainder of the RRD/DD, and to refuse to register the resident as a resident or grant housing for any future semesters in the event that any of the fees required herein remain overdue or unpaid.
3. **REFUND ON ROOM RESERVATION DEPOSIT:** The room reservation deposit is refundable only if the College refuses occupancy.
4. **REFUND ON ROOM FEES:** Residents who withdraw from this agreement during the academic year will forfeit their RRD; and remain liable for the room fee for the term of this agreement except as follows:

- a. **Withdrawal Prior To Occupancy**

Residents who wish to withdraw from this agreement prior to occupancy may obtain a refund on room fees provided written notice of intention to withdraw is given to the Director of Housing no later than thirty (30) days before the commencement of either the fall or the spring semester **and** the College is able to fill the vacancy created by the resident's withdrawal.

- b. **Withdrawal During Term of Agreement**

Residents who wish to withdraw from this agreement during or at the end of a semester may receive a pro-rated refund on room fees **provided** they notify the Director of Housing in writing prior to their withdrawal **and** the College is able to fill the vacancy created by the resident's withdrawal. Such pro-rata refund shall be determined from the date of occupancy by the resident filling the vacancy.

- c. **Individual Exceptions:** as determined by the Director of Housing or other official in charge of residence halls.

5. **DAMAGE DEPOSIT POLICY:** \$50.00 of the RRD/DD will be considered as the resident's damage deposit against which any assessed damages will be charged upon termination of occupancy or this agreement. The resident will be responsible for the condition of the room assigned to him/her. Each room will be inspected by the College staff in the presence of the resident prior to occupancy and upon termination of occupancy. Any lack of cleanliness, damage, theft, vandalism or loss of college property including loss of keys issued to the resident will be charged against the resident's damage deposit. Damage of common areas within the residence hall may be pro-rated among the residents of a hall or a specific area of the hall. An assessment for loss, based upon an itemized estimate of loss from damage, theft, or vandalism, will be given to the resident within thirty (30) days of the expiration of the term of this agreement. The damage deposit, minus any assessment for loss, will be refunded within thirty (30) days after the expiration of the term of this agreement. In the event the estimate of loss from damages exceeds the damage deposit, the resident will be billed for the additional amount which shall be remitted within thirty (30) days.
6. **VACATION PERIODS:** The residence hall will be open to residents during the academic year except for vacation periods, between semesters and as specified in the then current academic calendar.

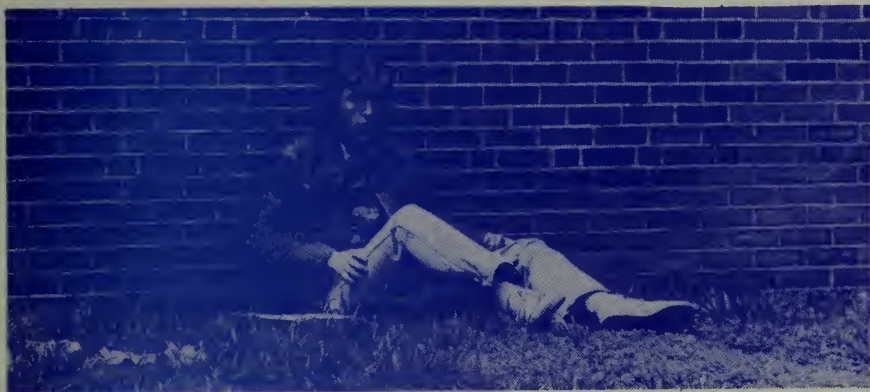
7. **BEHAVIOR:** Residents are accountable for any behavior which infringes on individual and group rights, and/or jeopardizes the health and safety of individuals and property. All residents must abide by the regulations in this agreement, as well as College and State regulations. Individual residence hall rules and regulations shall also be obeyed to the extent to which they do not conflict with the terms of this agreement. Violations of these regulations may result in the resident's dismissal from the residence hall or other sanctions in accordance with College administrative procedures.

Tampering with fire fighting equipment, turning in false alarms or making a bomb threat will result in immediate suspension from the residence hall. A resident who refuses to evacuate the residence hall during a fire alarm or refuses to cooperate with residence hall staff and security personnel may be suspended from the residence hall.

Athletic endeavors within or in the general area of the residence halls are prohibited unless authorized by the residence hall staff.

All residents are expected to have consideration and respect for fellow residents, as well as for the physical property of the residence hall. Please remember that residents are held responsible and accountable for the behavior and the actions of their guests.

8. **ENTRY TO RESIDENT ROOMS:** College housing personnel may enter student rooms at any time for health or safety related emergencies and may enter rooms upon reasonable notice, during non-vacation periods and at any time during vacation periods in order to make routine maintenance repairs and safety checks and to insure that the terms of this agreement are being complied with. Regular room checks will be conducted upon the closing of the residence halls for vacation periods for health and safety reasons by the residence hall staffs.



9. **PERSONAL PROPERTY:** Residents are responsible for their personal belongings. Except as required by law, the college does not assume responsibility for loss of, or damage to, personal articles by fire, theft, or any other cause. The Housing Office recommends that each student acquire some type of insurance coverage for his/her protection.
10. **CLEANLINESS:** Students are responsible for the cleanliness of their rooms and must maintain reasonable sanitation and safety standards. Waste materials should be removed regularly. Students are responsible for cleaning their rooms. If the College must clean the room, an appropriate charge will be assessed to the resident.
11. **PETS:** For health and safety reasons, no animal or pet of any kind is permitted within the residence halls, unless otherwise permitted by the Director of Housing.
12. **FOOD SERVICE:** Each resident, except for residents of the apartment complex, must participate in a Food Service Plan. If a student withdraws from the College, the Food Service Plan fee will be refunded in accordance with College policy for tuition refunds. If no Food Service Plan is elected by a student who must elect a plan upon signing of the **Occupancy Agreement**, it will be assumed the student wishes a 7-day meal plan, and the College will bill the student accordingly.

13. **KEY DEPOSIT:** a key deposit will not be collected from residents. However, if the key is lost or not returned at the time the resident checks out of his or her room, a lost key charge of \$5.00 will be deducted from the damage deposit. In the case of a key which provides access to a public area (eg. hall front door key), the fee will be \$15.00.
14. **OVERNIGHT NON-RESIDENTS:** All persons who are not overnight residents of the host's residence hall and who intend to stay overnight must register with the Head of Residence. The host resident is responsible for the non-resident's actions while in the building. If another resident's bed and room are to be used, permission for use must be obtained in writing.
14. **HEALTH SERVICES:** All residents are required to have on file with the Health Services Office an up-to-date physical exam and medical history form. All residents are advised to be covered by some type of health insurance. College personnel will not be responsible or liable for administering to a resident's medical needs.
16. **PARKING:** All residents are bound by the College parking regulations. These regulations are available at the Campus Police Office.
17. **VISITATION POLICY:** Residents are permitted to entertain non-residents in accordance with the visitation policies in effect in each residence hall.
18. **ALCOHOL:** The alcoholic beverage policy as defined in the residence and College rules applies to the residence halls.
19. **DRUGS:** All illegal drugs are prohibited in the residence halls.
20. **WEAPONS:** The possession, maintenance, or discharge of firearms of any nature or description (fireworks, any other device of an explosive nature, bows, arrows, crossbows, slingshots or any other instrument which could be considered a weapon) is prohibited in or about the residence halls. Any violation of this policy is grounds for immediate suspension from the residence hall.
21. **COOKING AND WASHING APPLIANCES:** the use of cooking, heating and washing appliances is prohibited in the resident's room.
22. **SOLICITATIONS:** Commercial activities, solicitations or advertisement are not permitted in the buildings or on the grounds of the College residence halls except when permission has been specifically granted by the Director of Housing.
23. **USE AND TREATMENT OF PREMISES:** No objects may be dropped or thrown from windows. Residents may not enter upon, cross or use the rooftops or fire escapes in any manner without specific written authorization from the Housing Office. Tampering with locks and altering or duplicating college keys are prohibited. Lounge furniture may not be moved to resident rooms. Removing window screens without permission from the Housing Office and/or sitting on window sills or leaning out of windows are prohibited.
24. **REASSIGNMENT OF ROOM:** The College reserves the right to assign a resident to another room or residence hall. Prior to reassignment of a room during the academic year, the College will consult with the resident.
25. **USE OF ROOM DURING VACATION PERIODS:** The College may, with the resident's consent, use the resident's room during vacation periods and the resident agrees, upon reasonable notice, to remove personal belongings from the room during such vacation periods. The College agrees to provide space for storage of these belongings by the resident during any vacation periods when the room will be used by the College.
26. **RIGHT TO INCREASE OCCUPANCY:** In the event of an emergency, the College reserves the right to increase occupancy, so long as such increase conforms with prevailing occupancy and health standards. In the event that the College does increase room occupancy, then the room fee for the semester will be reduced by 20% for each of the residents of the room.



### **FITCHBURG STATE COLLEGE FURTHER TERMS**

1. **RECEPTION DESK:** Due to financial constraints, students may be required to serve, with notice, a small number of hours at the reception desk in the residence hall, in order that operation functioning on a 24 hour/day, seven days per week basis.
2. **APARTMENT COMPLEX:** Students are on notice that the Apartment Complex is considered a College residence hall and is therefore subject to all relevant College Housing rules, regulations, and procedures.
3. The following quiet hours are in effect in all residence halls: Sunday-Thursday 9:00 PM - 9:00 AM; Friday and Saturday 11:00 PM - 9:00 AM. At all other times consideration for the rights of other residents and neighbors to sleep, study, and socialize in and around the residence halls in conditions of reasonable quiet must be exercised. No parties will be permitted within the residence halls, except in conformance with guidelines established by the residence hall staffs. Provisions regarding quiet hours may be altered by individual residence hall councils, but only to make them stricter.
4. Threats, verbal abuse, or assaults on any residence hall staff member (including Desk-workers, Resident Assistants, Head Resident, and Dean of Students Staff members) are grounds for immediate suspension from the residence hall and further college disciplinary proceedings.
5. Students are also expected to abide by all regulations contained in the College Catalogue, Handbook of Rules and Regulations, and Residence Hall Manual.
6. The 'vacancy' referred to in section 4b is defined as follows: A vacancy occurs when the campus-wide residence hall occupancy falls one below the rated occupancy of the Building Authority.



Fitchburg State College maintains its policy of non-discrimination and affirmative action in fulfillment of the requirements of Executive Order 11246 and 11375, Titles IV, VI, VII, IX and X of the Civil Rights Act of 1964 as amended in 1972, Section 504 of the Rehabilitation Act of 1973 and other applicable state and federal statutes.

